



TRANSFER OPPORTUNITY

FOR CURRENT STATE EMPLOYEES

MANAGEMENT SERVICES TECHNICIAN

San Francisco

DEPARTMENT OF INDUSTRIAL RELATIONS

Position: **Management Services Technician, Permanent, Full Time**
Range A \$2331 – 2835
Range B \$2632 -- 3201

Location: 455 Golden Gate Avenue, 10th Floor, San Francisco

Duties: This position is responsible for preparation of and coordination of appropriate procurement documents; is responsible for DAS' CAL/CARD program. Coordinates personnel transactions and details for Headquarters and district offices. Serves as attendance reporting officer for Headquarters personnel, assists in the training of attendance reporting officers in the District Offices.

SROA and Surplus Employees will be given first consideration and are encouraged to apply. Anyone eligible for transfer or reinstatement to the above class may apply by sending an application to:

Department of Industrial Relations
Division of Apprenticeship Standards
P. O. Box 420603
San Francisco, CA 94142
Attention: Glenna Linn
Telephone: 415/703-5478

Applications accepted until September 28, 2006, or until position filled.

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT – AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.